

AmeriCorps Member Personnel File Checklist

Program Name:
Name of member:
Full Time:
Part Time:
Date Enrolled:
Completion Date:

	YES	NO	N/A	COMMENTS
1. Member Application Form				
2. Parental Consent Form (If member is under 18)				
3. Member Enrollment Form				
a. Submitted within 30 days?				
4. Member Position Description				
5. Criminal Record Clearance*				
6. W-4 Form				
7. Form I-9/Documentation of Eligibility (Member must be a citizen, national, or permanent resident alien)				
8. Signed Member Contract				
9. Time Sheets				
a. Signed by Supervisor				
b. Signed by Member				
10. Mid-Term Performance Evaluation				
11. Change of Status Form				
12. End of Term Performance Evaluation				
13. End of Term of Service Form				
14. Member Exit Form				
15. Emergency Notification Form				
16. Publicity Release Form				